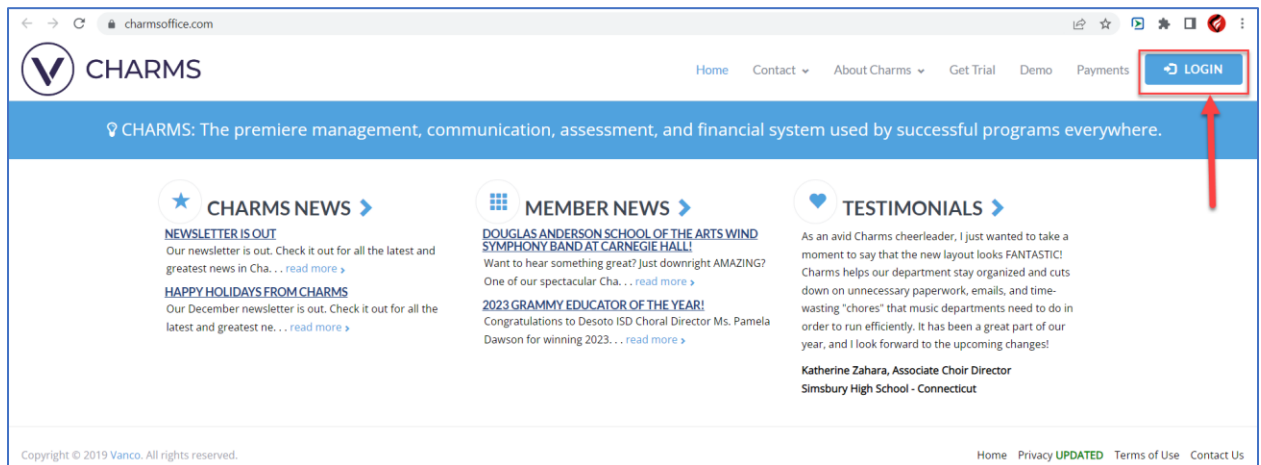
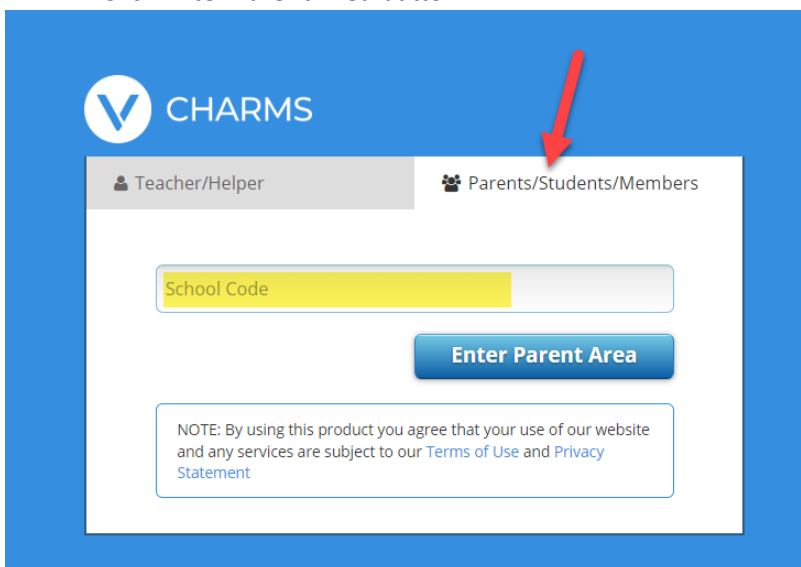


Charms Access Instructions

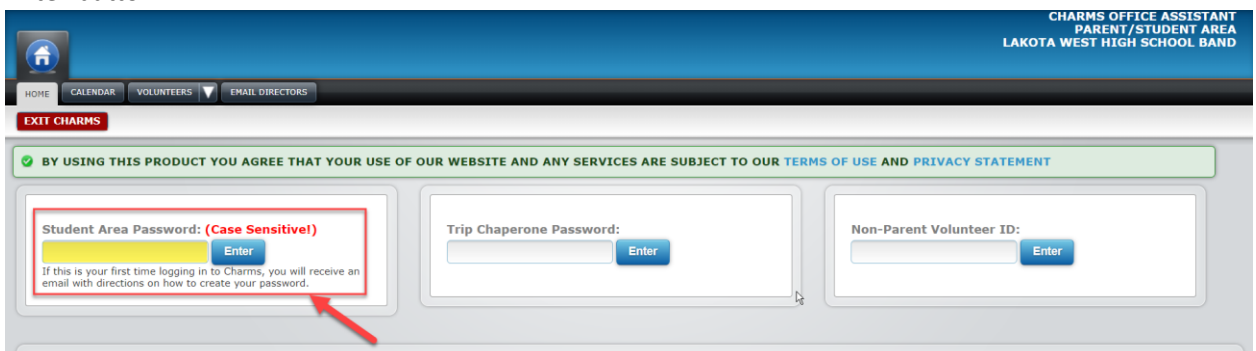
1. Go to charmsoffice.com and click on the **Login** button in the upper right:



2. Click on the tab for **Parents/Students/Members**:
 - A. Enter the School Code: Lakotawestbands
 - B. Click Enter Parent Area button

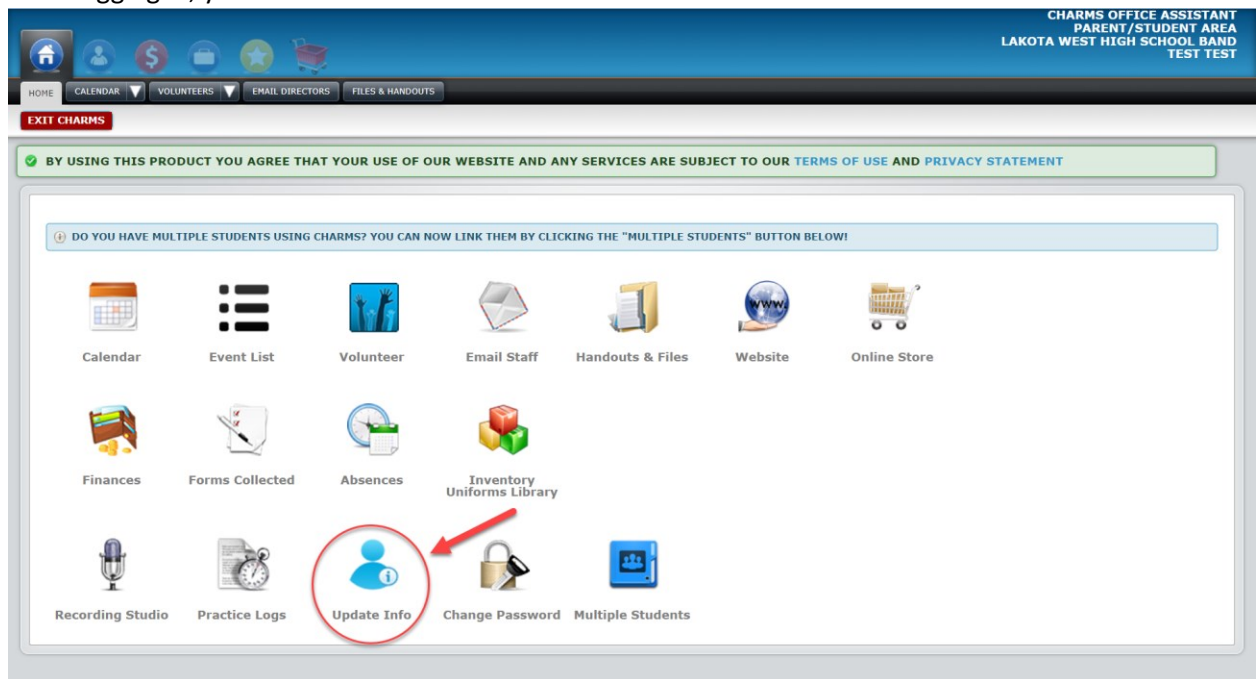


3. Enter your student's Lakota West Student ID as the **Student Area Password**. Then press the Enter button:



*** You will be required to change the password after logging in the first time. All users for this account (student and parents or other adults) share the same password. Make sure the new password is one that everyone will remember.**

4. After logging in, you will be directed to the main screen:



On the main screen you will find:

- Update Info – enter contact and other student info plus add adults to the account
- Handouts & Files – access music or other information provided for the students by the directors
- Website – link to the Lakota West Bands website
- Email Staff – staff email addresses, generates an email using your local email app
- Calendar – *this is NOT the calendar that is updated.* Please refer to the calendar on the Lakota West Bands website for the most up to date event information

5. Click the **Update Info** button to fill out your student's contact information, t-shirt size (show shirts will be ordered with this size), and add adults to the account.

Make sure to hit Update when finished making changes!

- A. Fill in as much contact information as possible (access to this information is only granted to the directors and a few Upbeat Club executives)
 - B. Enter information about your personal instrument (useful in cases where the instrument is misplaced)
 - C. Enter T-Shirt Size (this will be the size show shirt that is ordered for your student).
Please Note: there are two fields for T-Shirt Size and the directors have asked that both are filled out.
6. Click **Add New Adult** to link an adult name and email to this account. Add as many adults as needed – all adults will be included in the Charms email communications from directors and the Upbeat Club executive team:

*** Be sure to click UPDATE in the upper right to save the adult information entered!**

Password resets: If you don't have the correct password for your account, a password reset email can be sent to the student's email account on file. An incorrect login attempt will direct you to the page where a password reset link can be requested. Fill in the first and last name and either the cell phone or email for the account:

If you do not have a student phone number or email linked to your account, please request a reset link by emailing:

- LWBands@gmail.com
- or
- President@lakotawestbands.org

Be sure to promptly reset your password because the password reset link expires after 24 hours!